



**The City of Mount Vernon**  
An Equal Opportunity Employer

<b>Job Title:</b>	<b>Recreation Director</b>	<b>Department:</b>	<b>Public Works</b>
<b>Job Number:</b>	Unassigned	<b>Reports To:</b>	<b>Director of Public Works</b>
<b>Position Type:</b>	Full-time 40 hours per week	<b>Address:</b>	40 Public Square Mount Vernon, Ohio 43050
<b>Typical Work Schedule:</b>	Hours may vary due to evening and weekend community activities.	<b>Compensation:</b>	\$55,000
<b>Contact Information:</b>	Director of Human Resources 740.462.3147	<b>FLSA:</b>	Exempt
<b>How to apply:</b>	Submit a cover letter and resume to <a href="mailto:dneff@mountvernonohio.org">dneff@mountvernonohio.org</a>		

**Objectives**

Responsible for directing and managing the programs, services, maintenance and seasonal employees under the realm of the City of Mount Vernon recreational parks. Collaborates and builds strong partnerships with community organizations, recreation and sport leagues, schools, and other mission-similar organizations. Promotes open and effective communication both internally and with citizens, program participants and other organizations. Implements, manages and promotes community fundraisers and fundraising outreach programs.

**Minimum Education, Certifications, Licensures, and Experience Requirements**

- Bachelor's degree in Recreational Administration, Recreational Management, or a related field.
- A minimum of three (3) years of parks and recreation management experience, preferred.
- Certified Parks and Recreation Professional (CPRP) or Certified Parks and Recreation Executive (CPRE) preferred.
- Proven ability to work cooperatively, diplomatically, and effectively with advisory boards, citizens, and in community relations capacities.
- Demonstrated experience in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals. Dedicated to continuous improvement.
- Previous marketing and public relations success.
- Experience in grant writing, regulatory compliance and contract management, preferred.
- Extensive fundraising experience.
- Must be able to maintain a valid State of Ohio driver's license and remain insurability through the City's insurance policy.

**Job Description**

**ESSENTIAL JOB FUNCTIONS:**

- Responsible for directing and managing the programs, services, maintenance and seasonal employees under the realm of the City of Mount Vernon recreational parks.
- Implements, manages and promotes community fundraisers and fundraising outreach programs.
- Collaborates with the Director of Public Works regarding annual capital and operating budgets.
- Forecasts funds needed for equipment, materials and supplies; approves expenditures and recommends budgetary adjustments as appropriate and necessary.
- Evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Prepares strategic business and work plans to meet diverse customer needs and City and department priorities.
- Prepares, manages and monitors grants and contracts that expand and enhance the delivery of quality recreation programs and services.
- Coordinates planning, organizing, developing, and scheduling of assigned facilities.
- Ensures that staff schedules activities/events/meetings necessary to recruit, train and supervise volunteer coaches, officials and staff.
- Monitors the maintenance of parks, playgrounds, and recreation buildings; manages and coordinates preparation of athletic fields and facilities and litter pick-up for events and activities.
- Prepares and submits requests for repair and maintenance services as needed.
- Monitors the completion of facility related maintenance/repair work orders.
- Ensures the development and timely communication of information such as schedules, changes to schedules, team rosters, rules, and other pertinent information to participants in a professional and timely manner.
- Assists and/or manages staff responsible for preparing and distributing flyers, social media, press releases, brochures and other public information mediums.
- Promotes open and effective communication both internally and with citizens, program participants and other organizations.
- Maintains inventory of supplies and equipment; distribute supplies and equipment; assist with ordering supplies and equipment for recreation and athletic programs.



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- Monitors facilities, programs and services to ensure compliance with federal, state and local laws, regulations, codes and/or standards as well as City and department policies and procedures.
- Collaborates and builds strong partnerships with community organizations, recreation and sport leagues, schools, and other mission-similar organizations.
- Participates on advisory boards, commissions and committees as required; prepares and presents presentations, staff reports and other necessary correspondence.
- Implements and collects evaluations from participants, coaches and others with regards to recreation programs.
- Maintains statistical information regarding participate demographics.
- Performs other duties as assigned

### **NON-ESSENTIAL JOB FUNCTIONS:**

Performs related non-essential functions as required.

### **I. JOB REQUIREMENTS**

**Equipment:** Ability to operate a variety of office equipment such as computer and related software, copier, scanner, telephone, calculator, fax machine, and other equipment necessary to perform duties. Ability to safely operate a motor vehicle is required.

### **Knowledge, Skills and Abilities (KSA's):**

#### Knowledge:

- Knowledge of City government practices and processes.
- Knowledge and understanding of how the operations of the department impact related functional groups.
- Knowledge of child and adult safety standards, youth physical and social development, senior citizens and aging, emergency procedures.
- Knowledge of facility design and maintenance.
- Knowledge in MS Office software suite.
- Knowledge of or ability to quickly become proficient in recreation management software.
- Knowledge of principles and practices of effective customer service etiquette.

#### Skilled In:

- Demonstrated skills in management, administrative, supervisory, and leadership skills.
- Skilled in planning, data analysis and organization.
- Operate a personal computer and word processor.
- Skilled in organizational, time management, and multi-tasking skills.
- Excellent communication skills including oral and written communications as well as public speaking/ presentations.

#### Ability to:

- Ability to apply critical thinking skills to effectively define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills.
- Ability to work independently and prioritize work.
- Ability to maintain confidentiality of department matters.
- Ability to develop and maintain an effective working relationship with employees, other agencies and the public.
- Ability to effectively communicate verbally and in writing in order to give and receive information in a prompt and courteous manner.
- Ability to learn and manage department operational systems.



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- Ability to offer tactical guidance and/or recommendations to internal and external customers to resolve issues within established guidelines.
- Provides coordination and support of assignments within a department or groups related to the budget.
- Ability to get along with others.

**II. DIFFICULTY OF WORK**

Work is completed in a fast-paced environment with multiple interruptions throughout the day. There will be deadlines to meet for a variety of requirements and reporting. While on the job, candidate may come in contact with difficult and confrontational individuals. Encounters with the general public are stressful at times depending upon the situation.

**III. SUPERVISORY RESPONSIBILITY**

This position supervises seasonal employees and/or independent contractors.

**IV. PERSONAL WORK RELATIONSHIPS**

Contact is with co-workers, employees from public and private sector organizations and the general public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinating services, job development/referrals, make recommendations and handle questions about department, programs, and customer concerns.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

**Physical Requirements:** The physical requirements of the position are identified as heavy work, which may require the lifting of up to fifty (50) pounds.

**Physical Activity:** The physical activity of the position is manual dexterity, talking, hearing, lifting, pushing, pulling, reaching, and walking.

**Visual Activity:** The position requires the use of a dual-monitor computer.

**Job Location:** The minimum work conditions for the position indicate that the individual will be exposed to adverse environmental conditions.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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Revised:  
02.09.24